



# SVRS NEWS

NEW JERSEY STATEWIDE VOTER REGISTRATION SYSTEM

Issue I

May 3, 2005

## Introducing **SVRS News**

Welcome to the first edition of the **SVRS News**, a publication dedicated to bringing you, each month, up-to date information about the implementation of the Statewide Voter Registration System required by HAVA, the Help America Vote Act.

Included will be news about the project in general, the progress of the installation in pilot counties, next steps, what you can expect in your county, how the training program is going to work for you and your staff, success stories and lessons learned. Also, there will be a “frequently asked questions” feature that will address issues common to many counties and that may apply to you as we work through the SVRS project together.

The **SVRS News** will always contain the “hard news” that will help make your transition to a new way of managing voter registration easier. We will distribute it to you by fax and e-mail, and also make it available on our upcoming Web site, along with other important information.

Our plan is to share with you, by every means possible, all the SVRS information you want and need. We hope you will read our newsletter and Web site regularly, respond if you wish, and help us to make them responsive to your needs. As always, please feel free to contact me directly with comments and constructive criticism.

**Mike Gallagher**  
HAVA Project Manager



STATEWIDE  
VOTER  
REGISTRATION  
SYSTEM

# Managing the Project Work

“Wow! So much work, so little time! Then, there’s our real job of certifying and safekeeping voting machines, registering, managing and updating voter records, supervising poll locations AND conducting elections – how will we ever get it ALL done?”

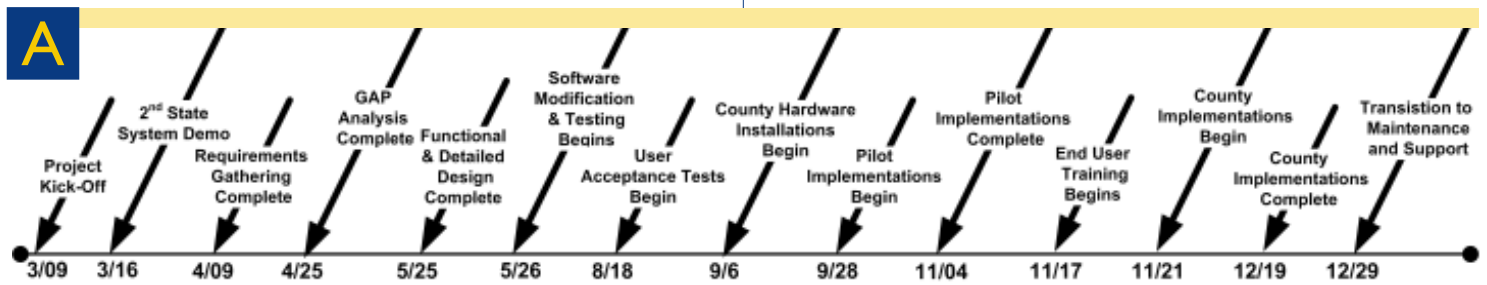
One of the biggest challenges in a project with this type of complexity and schedule is organizing and completing it as efficiently as possible for all parties involved.

# The Overall Plan and Schedule

Diagram **A** below is a look at the key project accomplishments by forecasted begin or completion date.

## You are Needed

Diagram **B** below is the project roadmap that highlights the timeframes and activities where county and agency involvement is essential to the success of the project. A complete project guide will soon be available for viewing on the HAVA Project Web site.



**B**

Phase Name	Start Date	End Date	Activities Where <b>YOU</b> are Needed	Done
<b>Phase 1 - Project Initiation Phase</b> - The purpose of this phase is to solidify the HAVA project plan, announce the project and encourage collaboration among the state, county and affected agencies.	3/1/05	4/15/05	- Kickoff meeting ..... - System demos ..... - Project planning .....	✓ ✓ ✓
<b>Phase 2 - Business Needs Assessment/Gap Analysis</b> - The purpose of this phase is to understand the application, hardware, software and data conversion requirements.	3/9/05	5/11/05	- JAD sessions ..... - Procedural issue resolution - Site surveys - Site visits	✓
<b>Phase 3 - Design and Implementation Planning</b> - The purpose of this phase is to translate the joint understanding of the requirements into design definitions for the new system and to plan the rollout of the new system.	5/3/05	8/19/05	- Technical architecture (Hardware and Software) & Database design approval - Pilot//Other install schedules - Training surveys & schedules	
<b>Phase 4 - Software Modification and Testing</b> - The purpose of this phase is to configure the application and test it to ensure compliance to requirements. <b>UAT Specific</b>	5/9/05	10/25/05	- Finalize pilot implementation plans (includes training plan)	
	8/18/05	9/14/05	- Conduct user acceptance test	
<b>Phase 5 - Pilot Implementation</b> - The purpose of this phase is to convert the early implementing counties to the new system and prove/improve the implementation process.	8/18/05	11/7/05	- Host install of Hardware and Software - Conduct final data conversion - Train pilot site users - Validate, correct, and eliminate duplications to converted SVRS data.	
<b>Phase 6 - Staged Rollout and Deployment - Remaining Sites</b> - The purpose of this phase is to convert the balance of counties to the new system.	11/8/05	12/19/05	- Host install of Hardware and Software - Conduct final data conversion - Train all users - Validate, correct and eliminate duplications to converted SVRS data	
<b>Phase 7 - Conversion and Interface</b> - The purpose of this phase is to integrate the county’s data into the new system and to plan and build the external interfaces needed for agency data transmission.	3/14/05	12/19/05	(Overlaps all phases): - Identify data needs - Test, populate, validate & refine data	
<b>Phase 8 - Project Close-out and Transition to Maintenance and Support</b> - The purpose of this phase is to establish the ongoing maintenance agreements and complete the system documentation.	10/26/05	2/1/06	- Complete operational transition to new SVRS	

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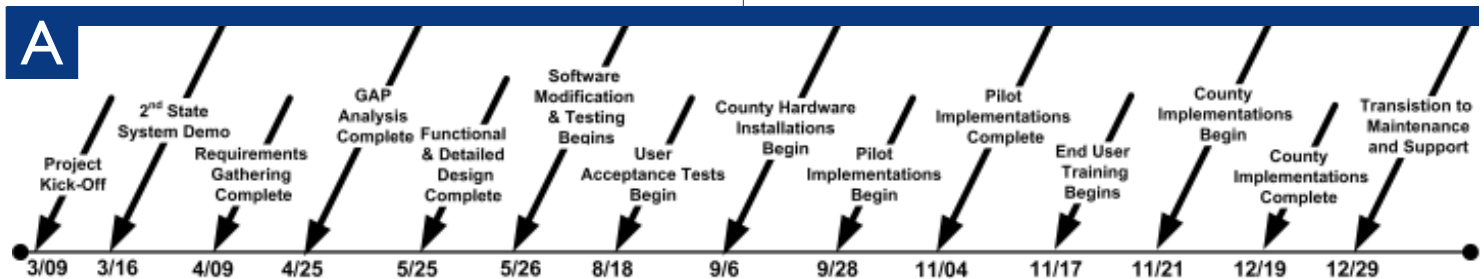
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# Leading the Charge

The SVRS Project is being implemented under the auspices of the Office of the New Jersey Attorney General. Listed below are those responsible for planning, managing and coordinating the design, build and implementation of the new SVRS.

## State Resources

- ❖ **Chief of Staff to the Attorney General** - Markus Green. Marcus provides general oversight and direction for the SVRS project.
- ❖ **NJ State HAVA Project Manager** - Mike Gallagher. Mike is accountable for the overall implementation of the project. He provides guidance and leadership to the SVRS project and will ensure that all the appropriate people are involved in the project at the appropriate times.
- ❖ **Counsel and Advisor, Senior Deputy Attorney General** - Donna Kelly. Donna ensures that the new SVRS and all related processes are compliant with HAVA and the State of New Jersey administrative code.
- ❖ **Deputy Project Manager** - Matt Sibenik. Matt is the Project Management Office Technical Liaison and provides backup support to all aspects of the SVRS project, particularly in the areas of technical requirements, system design decisions and hardware configuration management.
- ❖ **Technical Liaison** - Michael DiSimoni. Michael provides support to the project regarding the technical aspects of the SVRS project and prepares the State to assume help desk, maintenance and support roles.
- ❖ **Business Process Lead** - Donna Barber. Donna ensures the correct interpretation of business requirements and assists in the definition of new voter registration processes, policies and procedures.
- ❖ **Communications and Change Management** - Carol Gaskill. Carol will ensure that information about the SVRS project is readily accessible and that the information provided is timely and informative. She will also assist in managing and resolving the counties' concerns or issues that arise out of process changes that result from the SVRS implementation.
- ❖ **Contract Manager** - Mamta Patel. In the role of Contract Manager, Mamta ensures that the vendor meets the contractual obligations.
- ❖ **Procedural Review** - Nicole Papanier. In this role Nicole is responsible for reviewing gap analysis documents and coordinating the resolution of outstanding procedural issues.
- ❖ **Project Administrative Support** - Edwina Phox. Edwina assists in the maintenance of the SVRS Project Central Files and supports the State Project Manager in managing the numerous facets of the SVRS project.
- ❖ **Art Director/Web Master** - Paul Kraml. Paul is responsible for the design of both print and electronic communications including our upcoming Web site.
- ❖ **Clerical Support** - Lisa Zacchino. Lisa maintains the SVRS Project Central files, schedules meetings, prepares correspondence and provides general office support.

## Covansys Resources

After a formal requisition process, New Jersey awarded the Voter Registration Contract to Covansys Corporation, a global consulting and technology services company that is collaborating with PCC Technology Group and Aradyme Corporation, to provide the best overall HAVA solution. The following Covansys and partner team members will lead and coordinate the activities required for a successful implementation.

- ❖ **Project Manager** - Wm. Gary Bush
- ❖ **Elections Subject Matter Expert** - Tom Ferguson
- ❖ **Functional Manager** - Jeff Phillips
- ❖ **Business Analysts** - Vilasini Reddy and Rahul Aramandla
- ❖ **Conversions Managers** - Gary L. Bush and John Nielsen
- ❖ **Application Technical Support (ATS) Manager** - Brian Shell
- ❖ **Technical Consultants** - Chad Duling, Bob Hart, Linus Munger and Jim Wassmuth
- ❖ **Application Director** - Bob Brandner
- ❖ **Application Architect** - Raj Satyaneni
- ❖ **Business Transition Manager** - Kathy Manning
- ❖ **Business Transition Analysts** - Sonam Bakhshi and Mary Jo Goetz
- ❖ **Training Manager** - Carole Rennie

## You

**You, the Election Official or Staff Member**, are most important to this project. It is your commitment to making time in your already busy schedule to provide relevant and needed information, make timely decisions, and participate actively in the project activities when needed, that will make this project a success. Thank you for the time you have already dedicated to this effort.



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Office: 609-588-3175
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